

OFFICE OF THE CONTROLLER OF BUDGET



REPUBLIC OF KENYA

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CAREER OPPORTUNITIES

The Office of the Controller of Budget (OCOB) is an independent office established under Article 228 of the Constitution of Kenya, 2010 to oversee the implementation of the budgets of the national and county governments and report on them.

Pursuant to Article 252 (1) (c) of the Constitution, the OCOB seeks to recruit highly qualified and competent staff to fill the following vacant positions.

	Position	No. of Posts	Terms of Service
1	Director, Corporate Services	1	Contract
2	Manager Legal Services	1	Permanent and Pensionable
3	County Budget Coordinator	1	Permanent and Pensionable
4	Accountant	1	Permanent and Pensionable
4	Internal Auditor	1	Permanent and Pensionable
5	Administrative Assistant	2	Permanent and Pensionable
6	Customer Care Assistant	1	Permanent and Pensionable
7	Assistant Accountant	1	Permanent and Pensionable
8	Clerical Officer	1	Permanent and Pensionable

Promoting Prudent Utilization of Public Funds

9	Driver	2	Permanent and Pensionable
10	Support Staff	2	Permanent and Pensionable

Director, Corporate Services: 1 Position

Job Title	Director, Corporate Services
Grade	COB 3
Corporation/Organization	Office of the Controller of Budget
Directorate	Corporate Services
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Controller of Budget
Direct Reports	<ul style="list-style-type: none"> • Chief Manager Finance and Accounts • Chief Manager HR and Administration • Chief Manager ICT • Chief Manager PR and Communications
Job Purpose	
<p>This position is responsible for ensuring prudent and optimum utilization of OCOB's funds and preparing financial reports. The position is also responsible for coordinating delivery of quality services in Finance & Accounting, Human Resources & Administration, Information, Communication Technology (ICT) and Public Relations and Communication for the office.</p>	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> (i) Ensuring that the resources of the OCOB are used in a legally authorised way, effectively, efficiently, economically and transparently in line with Section 68 of the PFM Act; (ii) Coordinating the maintenance of proper financial and accounting records that comply with Section 68 of the PFM Act; (iii) Enforcing all applicable financial control systems, standards, regulations, policies, strategies, plans, laws and procedures in the directorate; (iv) Coordinating the preparation and controlling of budget estimates of expenditure and revenues of the OCOB in conformity with the Strategic Plan; 	

- (v) Overseeing the development, implementation and review of strategies, frameworks, work plans, legislation, policies, guidelines, procedures and regulations on human resource management and administration for the directorate;
- (vi) Overseeing the development, implementation and review of ICT related risk management strategies;
- (vii) Coordinating the development, implementation and review of the organization structure, career progression guidelines, talent management and succession plans;
- (viii) Developing, implementing and reviewing the communications strategy, policies and plans to enhance the visibility of the OCOB;
- (ix) Spearheading the preparation and publication of the corporate communications reports and activities through electronic, print and social media;
- (x) Coordinating preparation of the annual financial statements for each financial year within three months after the end of the financial year for submission to the Office of the Auditor General in line with section 81 of the PFM Act, 2012;
- (xi) Addressing and resolving audit issues raised by the Office of the Auditor General;
- (xii) Approving and authorizing cash advances and other payments to staff and suppliers;
- (xiii) Ensuring preparation of request for authorization of loss write-offs in line with section 69 of the PFM Act and maintain records for write-offs during a financial year;
- (xiv) Managing the OCOB's assets and liabilities register;
- (xv) Coordinating preparation and submission of financial and non-financial reports in line with section 83 of the PFM Act;
- (xvi) Coordinating the maintenance of a Risk Management Register;
- (xvii) Overseeing capacity building in Corporate Services;
- (xviii) Ensuring governance mechanisms for transparency and integrity;
- (xix) Overseeing the development and implementation of the directorate's charter;
- (xx) Overseeing the implementation of the business continuity plan for the directorate;
- (xxi) Coordinating and promoting Business Process Re-engineering (BPR) at OCOB;

(xxii) Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship; and (xxiii) Any other duties lawfully assigned by the Controller of Budget.
Job Dimensions:
I. Financial Responsibility
a) Authority to Incur Expenditure (AIE) b) Signatory to the OCOB operational bank accounts c) Leadership in the development and implementation of the OCOB budget
II. Responsibility for Physical Assets
Responsible for the assets assigned by the office of the Controller of Budget as per the office's asset register
III. Decision Making / Job Influence
a) Strategic b) Advisory c) Financial d) Analytical
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
(i) Bachelor's degree in any of the following disciplines: - Commerce (Accounting Option), Business Administration (Accounting Option), Business Management (Accounting Option) or equivalent qualification from a recognized institution; (ii) Master's degree in any of the following disciplines: Commerce (Accounting Option), Business Administration (Accounting Option), Business Management (Accounting Option) or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
i) Certified Public Accountant CPA (K) or equivalent qualification from a recognized institution; ii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or other relevant professional body and in good standing.
Previous relevant work experience required.

Served in the grade of a Director for a minimum period of four (4) years or at least fifteen (15) years' experience in a relevant field, nine (9) of which must have been be at the management level.

Functional Skills, Behavioral Competencies/Attributes:

- i) Certificate in leadership course lasting not less than four (4) weeks from a recognized institution;
- ii) Proficiency in computer applications;
- iii) Met the requirements of Chapter Six of the Constitution;
- iv) Demonstrated managerial, administrative and professional competence in work performance and results; and
- v) Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to COB's mandate.

Manager Legal Services: 1 Position

Job Title	Manager Legal Services
Grade	COB 5
Corporation/Organization	Office of the Controller of Budget
Directorate	Legal Services
Department	Legal Services
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Chief Manager, Legal Services
Direct Reports	Legal Officer
Job Purpose	
This position is responsible for providing legal advice on litigation, dispute resolution, legal compliance, enforcement and advisory services.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> (i) Facilitating interpretation, evaluation and reviewing compliance of enabling legal instruments for requisitions for withdrawal of funds; (ii) Analyzing and reviewing legal opinions on the compliance of the budget process with the constitutional, statutory and regulatory provisions; (iii) Reviewing and providing recommendations on legal compliance of the formats for requisitions and approvals of withdrawals of funds; (iv) Reviewing and providing legal opinions on budget implementation reports for the National and County governments and on special reports to Parliament on stoppage of funds or issues as may be requested by Parliament, or the County Assemblies; (v) Formulating and reviewing legal guidelines and procedures and rendering appropriate advice to enhance the Medium-Term Papers (MTP) Budget Policy Statement (BPS), Budget Review port and Outlook Papers (BROP), County Fiscal Strategy Papers (CFSP), County Budget Review Outlook Papers and County Debt Management Strategy Papers; 	

(vi)	Issuing legal opinions and making appropriate recommendations on special reports on particular issues as may be requested by Parliament or the County Assemblies;
(vii)	Coordinating legal audits and analysing the Legal Audit Reports;
(viii)	Coordinating investigations on budget implementation matters and providing legal advisories;
(ix)	Coordinating forums for capacity building on legal matters affecting public participation in the budget process;
(x)	Coordinating formulation and review of strategies, frameworks, work plans, legislation, policies, guidelines, procedures, and regulations for the directorate;
(xi)	Identifying topical research areas on various legal aspects and processes relating to the mandate of the OCOB;
(xii)	Developing, implementing and reviewing legal monitoring and control systems and procedures;
(xiii)	Implementing business continuity plans;
(xiv)	Initiating and promoting Business Process Re-engineering (BPR); and
(xv)	Facilitating stakeholder engagement.
Job Dimensions:	
I. Financial Responsibility	
II. Responsibility for Physical Assets	
Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register	
Decision-Making / Job Influence	
a) Strategic b) Financial c) Analytical	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
i) Bachelors of Law degree from a recognised institution; ii) Master of Laws degree from a recognised institution.	

Professional Qualifications / Membership to professional bodies
(i) Be an Advocate of the High Court of Kenya; (ii) Membership in good standing with the Law Society of Kenya.
Previous relevant work experience required.
Served in the grade of a Legal Officer for a minimum of four (4) years or at least ten (10) years of experience in a relevant field, three (3) of which must have been at the management level;
Functional Skills, Behavioral Competencies/Attributes:
(i) Certificate in a management course lasting not less than four (4) weeks from a recognized institution; (ii) Proficiency in computer applications; (iii) Met the requirements of Chapter Six of the Constitution; and (iv) Demonstrated professional competence and ability as reflected in work performance and results.

County Budget Coordinator: 1 Position

Job Title	County Budget Coordinator
Grade	COB 6
Corporation/Organization	Office of the Controller of Budget
Directorate	Budget Implementation
Department	County Governments
Location / Work Station	County
Reporting Relationships	
Reports to	Principal Fiscal Analyst - County Governments
Direct Reports	Fiscal Analyst
Indirect Reports	N/A
Job Purpose	
<p>This position is responsible for advising the Controller of Budget on effective methods of county budget implementation, facilitating authorization of withdrawals from County Revenue Funds and other public funds. The holder is responsible for preparation of statutory and special reports on Budget Implementation.</p>	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> (i) Implementing policies, strategies, frameworks, work plans, legislation, guidelines, standards, procedures and regulations of the OCOB; (ii) Compiling and analysing requests for withdrawals from the County Revenue Fund and any other public fund that by an Act of Parliament requires approval of the COB for withdrawal from that fund; (iii) Coordinating the preparation of budget implementation and monitoring reports for County Governments and making recommendations to the COB on measures to improve budget implementation in accordance with Article 228 of the Constitution; (iv) Implementing the formats for requisitions and approvals of withdrawals of funds; 	

- (v) Enforcing parliamentary budgetary ceilings on County Governments' expenditure;
- (vi) Providing technical advice on preparation of special reports on particular issues upon request by the President, Parliament or County Assembly under Article 254 (2) of the Constitution;
- (vii) Providing technical advice on preparation of special reports to Parliament and County Assembly on funds withheld by the Cabinet Secretary in charge of finance;
- (viii) Reviewing and making recommendations on County Fiscal Strategy Papers, County Budget Review Outlook Papers and County Debt Management Strategy Papers;
- (ix) Ensuring that the County Fiscal Strategy Papers, County Budget Review Outlook Papers and County Debt Management Strategy Papers are aligned to the Budget Policy Statement and the County Integrated Development Plan.
- (x) Preparing quarterly budget implementation reports for the County Governments under Article 228 (6) of the Constitution;
- (xi) Preparing special reports on particular issues as may be requested of the COB by an Accounting Officer at the County level;
- (xii) Ensuring proper internal monitoring and control systems and procedures at the County office;
- (xiii) Publicising the reports which are submitted to the County Assemblies;
- (xiv) Investigating and publicising reports emanating from County Governments on any matters that have come to the attention of the COB under Article 252(1)(a);
- (xv) Attending County Assembly sessions and following-up on the implementation of the recommendations raised in the reports;
- (xvi) Maintaining a Risk Management Register and advising on mitigating measures for addressing risks in the Counties;
- (xvii) Capacity building on public participation on budget implementation in the Counties;
- (xviii) Ensuring business continuity plans are developed and operational in the Counties;
- (xix) Implementing Business Process Re-engineering (BPR) in the County offices;
- (xx) Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship; and

(xxi) Implementing the OCOB's strategic plan, budget and performance contract.
Job Dimensions:
II. Financial Responsibility
a) Reviewing County Government Exchequer Requests b) Preparing and monitoring the execution of OCOB county office budget
II. Responsibility for Physical Assets
Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register
Decision-Making / Job Influence
i) Financial ii) Analytical
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in any of the following disciplines: Economics, Statistics, Finance, Commerce, Business Administration or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
(i) Certified Public Accountant CPA (K) or Association of Chartered Certified Accountants (ACCA) or Chartered Financial Analyst (CFA) or its equivalent. (ii) Membership in good standing with a relevant professional body.
Previous relevant work experience required.
Served as Fiscal Analyst for a minimum of four (4) years or at least eight (8) years' experience in a relevant field.
Functional Skills, Behavioral Competencies/Attributes:
(i) Certificate in a management course lasting not less than four (4) weeks from a recognized institution; (ii) Proficiency in computer applications; (iii) Met the requirements of Chapter Six of the Constitution; and (iv) Demonstrated professional competence and ability as reflected in work performance and results.

Internal Auditor: 1 Position

Job Title	Internal Auditor
Grade	COB 6
Corporation/Organization	Office of the Controller of Budget
Department	Internal Audit
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Senior Internal Auditor
Direct Reports	Internal Audit Assistant
Indirect Reports	N/A
Job Purpose	
This position is responsible for providing independent assurance on the effectiveness of OCOB internal control systems, risk assurance framework and the governance structure.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
(i)	Developing, implementing and reviewing internal audit policies, strategies, frameworks, work plans, legislation, guidelines, systems, procedures and regulations on internal audit;
(ii)	Verifying source documents to support withdrawals from the Equalization Fund, Consolidated Fund, County Revenue Funds and any other public fund which by an Act of Parliament requires approval of the Controller of Budget for withdrawal from that fund;
(iii)	Collating and analysing data related to the budgetary ceilings by Parliament on National and County Governments expenditure in line with Section 5(d) of the Controller of Budget Act, 2016;
(iv)	Investigating, preparing special reports and making recommendations;
(v)	Undertaking financial, operations and information technology systems audits and submit reports;

<ul style="list-style-type: none"> (vi) Reviewing debt financial requirements in the agreements/contracts to confirm accuracy of payments; (vii) Updating and maintaining exchequer control tracking for public debt; (viii) Developing, implementing and reviewing the Internal Audit and Risk Charter; (ix) Undertaking risk-based, value - for - money and systems audits as per auditing standards; (x) Safeguarding the documents on pensions, gratuities and allowances and preparing reports; (xi) Analysing and making comments on national planning documents including the Budget Policy Statement, Budget Review Outlook Papers and preparing reports; (xii) Analysing debt management data for carrying out the debt sustainability analysis and preparing public debt reports; (xiii) Capacity building in public participation on internal controls, quality assurance and risk management; (xiv) Promoting Business Process Re-engineering (BPR); and (xv) Fostering a corporate culture that promotes ethical practices and good corporate citizenship.
Job Dimensions:
III. Financial Responsibility
II. Responsibility for Physical Assets
Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register
Decision-Making / Job Influence
<ul style="list-style-type: none"> i) Financial ii) Analytical
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in any of the following disciplines: - Commerce, Economics, Accounting, Finance, Business Administration or equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> i) Certified Public Accountant CPA (K) or Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution; ii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or any other relevant recognized professional body; iii) Registered with either Institute of Internal Auditors (IAA) or Information Systems Auditors and Control Association (ISACA); iv) Membership in good standing of the relevant professional body; 	
Previous relevant work experience required.	
Served in the grade of an Internal Audit Assistant for a minimum of four (4) years or at least six (6) years' experience in a relevant field.	
Functional Skills, Behavioral Competencies/Attributes:	
<ul style="list-style-type: none"> i) Certificate in a management course lasting not less than four (4) weeks from a recognized institution; ii) Proficiency in computer applications; iii) Met the requirements of Chapter Six of the Constitution; and iv) Demonstrated professional competence and ability as reflected in work performance and results. 	

Accountant: 1 Position

Job Title	Accountant
Grade	COB 6
Corporation/Organization	Office of the Controller of Budget
Directorate	Corporate Services
Department	Finance & Accounts
Division	Accounts
Section / Unit	Accounts
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Manager Finance & Accounts
Direct Reports	Accounts Assistant
Indirect Reports	N/A
Job Purpose	
This position is responsible for ensuring prudent and optimum utilization of the OCOB's funds and preparing accounting reports.	
Key Responsibilities/ Duties / Tasks	
Duties and Responsibilities at this level will entail:-	
<ul style="list-style-type: none"> (i) Maintaining practical accounting and internal control systems and procedures; (ii) Identifying, measuring, analyzing and interpreting accounting information to facilitate decision-making; (iii) Ensuring the safety of accountable documents; (iv) Carrying out variance analysis and advising management; (v) Designing and implementing effective accounting systems; 	

<ul style="list-style-type: none"> (vi) Maintaining debtors and debt accounts and monitoring payments; (vii) Managing accounting information, which includes coordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control and cost analysis; (viii) Overseeing commitment of funds and expenditure trends; and (ix) Providing accurate and timely management accounting reports and business performance data.
Job Dimensions:
I. Financial Responsibility
Facilitate payments for all approved expenditures.
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> a) Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register b) Responsible for Government assets, records and custody of accountable documents in the unit
III. Decision Making / Job Influence
<ul style="list-style-type: none"> a) Financial b) Technical c) Operational
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in any of the following disciplines: - Commerce (Accounting Option), Business Administration (Accounting Option), Business Management (Accounting Option) or equivalent qualification from a recognized institution;
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> (i) Certified Public Accountant CPA (K) or equivalent qualification from a recognized institution;

(ii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or other relevant professional body.
Previous relevant work experience required.
Served in the grade of Accounts Assistant for a minimum of four (4) years or at least eight (8) years' experience in a relevant field;
Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> (i) Proficiency in computer applications; (ii) Met the requirements of Chapter Six of the Constitution; and (iii) Demonstrated merit and ability as reflected in work performance and results.

Administrative Assistant: 2 Positions

Job Title	Administrative Assistant
Grade	COB 7
Corporation/Organization	Office of the Controller of Budget
Department	Human Resource and Administration
Division	Administration
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Senior Administrative Assistant
Direct Reports	Support Staff
Indirect Reports	N/A
Job Purpose	
This position is responsible for providing administrative services, managing and organising office operations and ensuring the security of ordinary and confidential/classified records.	
Key Responsibilities/ Duties / Tasks	
<ul style="list-style-type: none"> (i) Taking oral dictation; (ii) Using e-office to research and process data; (iii) Operating office equipment; (iv) Attending to visitors/clients; (v) Handling telephone calls; (vi) Handling customer inquiries and complaints; (vii) Coordinating schedules of meetings and appointments; (viii) Coordinating travel arrangements; (ix) Ensuring the security of office records, equipment and documents, including classified materials; (x) Ensuring security, integrity and confidentiality of data; (xi) Establishing and monitoring procedures for record keeping of correspondence and file movements; 	

(xii) Maintaining an up-to-date filing system in the office; (xiii) Preparing responses to routine correspondence; (xiv) Managing office protocol and etiquette; and (xv) Managing petty cash.
I. Financial Responsibility
Managing office petty cash float.
II. Responsibility for Physical Assets
Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register.
III. Decision Making / Job Influence
Operational
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
i) Bachelor's degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution; OR Bachelor's degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;
Professional Qualifications / Membership to professional bodies
Certificate in a public relations and customer care course lasting not less than two (2) weeks from a recognized institution;
Previous relevant work experience required.
Served in the grade of an Office Administrator for a minimum of four (4) years or at least six (6) years of experience in a relevant field.
Functional Skills, Behavioral Competencies/Attributes:
i) Proficiency in computer applications;

- ii) Met the requirement of Chapter Six of the Constitution; and
- iii) Shown merit and ability as reflected in work performance and results.

Assistant Accountant: 1 Position

Job Title	Assistant Accountant
Grade	COB 7
Terms of Service	Permanent and Pensionable
Corporation/Organization	Office of the Controller of Budget
Directorate	Corporate Services
Department	Finance & Accounts
Division	Accounts
Section / Unit	Accounts
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Accountant
Direct Reports	Accounts Clerk
Indirect Reports	N/A
Job Purpose	
This position is responsible for provision of accounting services and ensuring prudent financial management in the office of the Controller of Budget.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> i) Preparing ledger balances, control accounts and statements and reconciliations. ii) Verifying payment vouchers and committal documents to ensure compliance with approved procedures, rules and regulations; iii) Ensuring safe custody of cash, cheques, financial records and other accountable documents; 	

<ul style="list-style-type: none"> iv) Liaising with suppliers to facilitate reconciliation of accounts; v) Gathering, analysing and reporting on income and expenditure to support decision-making and management planning; vi) Drafting trial balances for financial statements; vii) Ensuring statutory deductions are remitted to relevant authorities; viii) Carrying out accounting operational performance analysis; and ix) Preparing final accounts and statements.
Job Dimensions:
I. Financial Responsibility
<ul style="list-style-type: none"> a) Facilitate payments for all approvals b) Custody of accountable documents
II. Responsibility for Physical Assets
Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register
III. Decision Making / Job Influence
<ul style="list-style-type: none"> a) Financial b) Analytical c) Operational
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in any of the following disciplines: - Commerce (Accounting Option), Business Administration (Accounting Option), Business Management (Accounting Option) or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> i) Certified Public Accountant CPA (K) or equivalent qualification from from a recognized institution; ii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or other relevant professional bodies.
Previous relevant work experience required.

Served in the grade of an Accounts Assistant for a minimum of four (4) years or at least six (6) years of experience in a relevant field.

Functional Skills, Behavioral Competencies/Attributes:

- i) Proficiency in computer applications;
- iii) Met the requirements of Chapter Six (6) of the Constitution; and
- iv) Shown merit and ability as reflected in work performance and results.

Customer Care Assistant: 1 Position

Job Title	Customer Care Assistant
Grade	COB 8
Corporation/Organization	Office of the Controller of Budget
Department	Public Relations and Communications
Division	Public Relations
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Public Relations Officer
Direct Reports	N/A
Job Purpose	
This position is responsible for providing guidance and assistance to customers.	
Key Responsibilities/ Duties / Tasks	
<ul style="list-style-type: none"> i) Operating the reception desk and maintaining a good ambience in the reception area; ii) Operating the reception desk and issuing visitors passes; iii) Responding to visitors' queries and telephone inquiries; iv) Guiding and directing visitors to designated offices and areas; v) Recording and confirming visitors' appointments; vi) Projecting positive corporate culture of the OCOB; vii) Offering assistance and guidance to customers/clients with disabilities; viii) Reporting suspicious visitors to the security personnel; ix) Maintaining a daily record of visitors' details; x) Keeping safe custody of customer care equipment and tools; and xi) Drafting customer care periodic reports. 	

Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register.
III. Decision Making / Job Influence
Operational
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Diploma in any of the following disciplines: Customer Service, Public Relations, International Relations and Diplomacy, Communication Management, Front Office or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
Served in the grade of an Assistant Customer Care Officer for a minimum of four (4) years or at least six (6) years of experience in a relevant field;
Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> i) Proficiency in computer applications; ii) Met the requirements of Chapter Six of the Constitution; and iii) Shown merit and ability as reflected in work performance and results.

Clerical Officer: 1 Position

Job Title	Clerical Officer
Grade	COB 8
Corporation/Organization	Office of the Controller of Budget
Department	Human Resource and Administration
Division	Administration
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Human Resource Officer/Supply Chain Management Officer/Records Management Officer
Direct Reports	Support Staff
Job Purpose	
This position is responsible for carrying out general tasks related to human resources, supply-chain management and registry services.	
Key Responsibilities/ Duties / Tasks	
<ul style="list-style-type: none"> (i) Compiling statistical records; (ii) Carrying out transactions related to personnel information; (iii) Filing receipts; (iv) Receiving, sorting out, filling and dispatching correspondence; (v) Recording, folioing and filling applications for registration and licensing documents; (vi) Preparing initial documents for issuance of stores; (vii) Preparing Pay Change Advice (PCAs); (viii) Checking general office cleaning and security of buildings and equipment; (ix) Verifying pension claims; (x) Processing documents for issuance of licenses; (xi) Maintaining and updating files; (xii) Controlling movements of records and files; and 	

(xiii) Managing registers.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assets assigned by the office of the Controller of Budget as per the office's asset register.
III. Decision-Making / Job Influence
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or equivalent qualification from a recognized institution.
Professional Qualifications
Certificate in any of the following disciplines: - Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management, Records Management or equivalent qualification from a recognized institution
Previous relevant work experience required.
Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> i) Proficiency in computer applications; and ii) Met the requirements of Chapter Six of the Constitution; and iii) Shown merit and ability as reflected in work performance and results.

Driver: 2 Positions

Job Title	Driver
Grade	COB 9
Corporation/Organization	Office of the Controller of Budget
Department	Human Resource and Administration
Division	Administration
Section / Unit	Transport
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Senior Driver/Transport Assistant
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
This position is responsible for driving and maintaining the assigned vehicle, ensuring the safety of passengers and goods as authorised.	
Key Responsibilities/ Duties / Tasks	
<ul style="list-style-type: none"> (i) Driving the vehicle as authorised; (ii) Ensuring security and safety of the vehicle, passengers and goods on and off the road; (iii) Maintaining daily work tickets; (iv) Ensuring routine service and maintenance of the vehicle; (v) Carrying out regular checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure and preparing reports; (vi) Detecting and reporting vehicle defects on time; (vii) Ensuring vehicle cleanliness; (viii) Timely reporting of accidents and follow-up of police abstracts; and (ix) Vehicle inspection and keeping up-to-date insurance documents. 	

Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assets assigned by the office of the Controller of Budget as per the office's asset register.
III. Decision-Making / Job Influence
Operational
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification
Professional Qualifications
<ul style="list-style-type: none"> i) Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive; ii) Passed Occupational Trade Test for Drivers Grade III from Kenya Institute of Highway and Building Technology or Ministry of Roads and Public Works; iii) First-Aid Refresher Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution; iv) Passed Suitability Test for Drivers Grade III from Kenya Institute of Highway and Building Technology or Ministry of Roads and Public Works.
Previous relevant work experience required.
Served in the grade of a Driver for a minimum period of two (2) years.
Functional Skills, Behavioral Competencies/Attributes:

- i. Valid Certificate of Good Conduct from the Kenya Police Service.
- ii. Proficiency in computer applications
- iii. Met the requirements of Chapter Six of the Constitution; and
- iv. Shown merit and ability as reflected in work performance and results.

Support Staff: 2 Positions

Job Title	Support Staff
Grade	COB 10
Corporation/Organization	Office of the Controller of Budget
Directorate	Corporate Services
Department	Human Resource and Administration
Division	Administration
Section / Unit	N/A
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Administrative Assistant
Direct Reports	N/A
Indirect Reports	N/A
Key Responsibilities/ Duties / Tasks	
<ul style="list-style-type: none"> i) Delivering mail and maintaining delivery register; ii) Moving and arranging office equipment and furniture; iii) Carrying out photocopying and document binding; iv) Maintaining general cleanliness in the area of deployment; v) Collection and disposal of litter; vi) Preparing tea; vii) Locking and opening office premises; and viii) Ensuring proper sanitation. 	
Job Dimensions:	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	

Responsible for the assets assigned by the office of the Controller of Budget as per the office's asset register.

III. Decision-Making / Job Influence

Operational

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Kenya Certificate of Secondary Education Mean Grade D (Plain) or its equivalent.

Professional Qualifications / Membership to professional bodies

N/A

Functional Skills, Behavioral Competencies/Attributes:

- i) Proficiency in computer applications;
- ii) Valid Certificate of Good Conduct from the Kenya Police Service; and
- iii) Shown merit and ability as reflected in work performance and result in work performance and results.

TERMS AND CONDITIONS OF SERVICE

The terms of service for each position are specified in the Job Description. Successful candidates will be offered a competitive remuneration package.

APPLICATION PROCESS

Qualified interested candidates should submit their applications quoting the job title on both the envelope and the cover letter.

Enclose a detailed and up-to-date curriculum vitae indicating your current remuneration, home county, e-mail address and reliable daytime telephone contacts, and copies of your certificates, testimonials and national identity card.

You should also provide the names of two referees who must be familiar with your previous work/academic experience indicating their telephone, postal and email addresses. **Please note that it is a criminal offence to provide false information and documents in the job application.**

Upon being successful and granted an offer of employment, the successful candidate **MUST** present clearances and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following;

1. Tax compliance certificate from the Kenya Revenue Authority (KRA)
2. Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI)
3. Clearance certificate from the Higher Education Loans Board (HELB)
4. Clearance Form from the Ethics and Anti-Corruption Commission (EACC)

Applications should be sent by post or hand delivered to our office addressed to:

**The Controller of Budget
Bima House 12th Floor, Harambee Avenue.
P.O Box 35616-00100 Nairobi**

So as to reach the Office of the Controller of Budget **by 14th May, 2024 at 5.00 pm.**

Only shortlisted candidates will be contacted.

The Office of the Controller of Budget is an equal opportunity employer.